

[Your Full Name / Business Owner Name]
[Business Name, if applicable]
[Business Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Bank Name]
[Branch Name]
[Bank Address]
[City, State, Zip Code]

Subject: Request to Open a Sole Proprietorship Multi-Currency Account

Dear Bank Manager,

I am writing to formally request the opening of a Multi-Currency Business Account for my sole proprietorship, [Business Name], at your [Branch Name] branch.

As a sole proprietor engaged in [briefly describe nature of business, e.g., international consulting/e-commerce], I frequently conduct transactions in multiple foreign currencies. To streamline my business operations and manage exchange rate risks, I require an account that supports [list specific currencies, e.g., USD, EUR, GBP] in addition to [Local Currency].

Please find the following documents attached for your review and processing:

- Copy of my National ID / Passport
- Business Registration Certificate / Trade License
- Proof of Business Address
- Tax Identification Documents
- [Any other specific documents requested by the bank]

I would appreciate it if you could provide me with the necessary forms and inform me of any additional requirements to complete this application. Please let me know if a physical meeting is required to finalize the account setup.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Signature]

[Your Printed Name]
Sole Proprietor